



City of Fitchburg Massachusetts 01420

CITY COUNCIL

Councilors at Large

**Marcus L. DiNatale
Amy L. Green
Michael P. Kushmerek
Samantha M. Squailia
Anthony M. Zarrella**

President

Michael P. Kushmerek

Vice President

Elizabeth R. Walsh

Ward Councilors

**Ward 1 – Bernard J. Schultz, III
Ward 2 – Paul R. Beauchemin
Ward 3 – Andrew J. Couture
Ward 4 – Andrew J. Van Hazinga
Ward 5 – Marisa R. Fleming
Ward 6 – Elizabeth R. Walsh**

Finance Committee

A meeting of the Finance Committee was called to order by Chairman DiNatale on Tuesday, February 11, 2020 at 6:03 PM in the Memorial Middle School Library, 615 Rollstone Street, Fitchburg, MA.

Committee Members present: Councilors Paul Beauchemin, Marcus DiNatale, Elizabeth Walsh, and Anthony Zarrella. Councilor Michael Kushmerek arrived late.
Committee Members absent: None

The chairman read an announcement regarding the recording of public meetings, noting that FATV was recording and broadcasting the meeting. Sam Squailia, 225 Scott Road, Fitchburg, stated that she was recording the meeting.

The chairman opened the meeting for public comment. No one spoke.

051-20 ORDER: that there be and hereby is appropriated the sum of SIX HUNDRED THOUSAND AND 00/100 DOLLARS (\$600,000.00) same to be charged against WATER ENTREPRISE FUND, RETAINED EARNINGS and credited to WATER CAPITAL EXPENDITURES, INLINE TURBINE AND PUMP for the purpose of installing an inline turbine at the Narrows Road Pressure Reducing Valve Station and a 3 MGD pump at the Marshall Regulating Plant.

Discussion: Deputy Commissioner of Water John Deline was present. The chairman read a letter dated February 5, 2020 from Mr. Deline. He explained that the original grant identified additional work that needed to be done to make the water system more reliable. The pump is needed as a backup to keep the water flowing in case of a catastrophic event requiring extensive repairs to the water system.

Councilors asked about the revenue from the electricity generated by the in-line turbine and were told the estimate is about \$10,000 to \$15,000 per year. Retained earnings is currently just over a million dollars, but that major debt will be paid off next year, giving the enterprise fund an opportunity to grow again.

Action: Motion to approve made by Councilor Beauchemin second by Councilor Walsh.

Approved: 4-0.

052-20 ORDER: that there be and hereby is transferred from within the sum of TEN THOUSAND, ONE HUNDRED AND 00/100 DOLLARS (\$10,100.00) same to be transferred from BUILDING EXPENSES, CONTRACTED SERVICES and credited to BUILDING PERSONAL SERVICES, CUSTODIAN.

Discussion: The chairman read a letter from Building Commissioner Mark Barbadoro dated February 12, 2020. Councilors asked if there are benefits to this part-time position and City Auditor Calvin Brooks replied that there are not, other than the employer share of the Medicare tax.

Action: Motion to approve made by Councilor Beauchemin second by Councilor Walsh.

Approved: 4-0.

053-20 ORDER: that there be and hereby is appropriated the sum of TWO HUNDRED EIGHTY-TWO THOUSAND, FIVE HUNDRED AND 00/100 DOLLARS (\$282,500.00) same to be charged against AVAILABLE FUNDS and credited to DPW, CAPITAL EXPENDITURES, EQUIPMENT for the purpose of acquiring a sweeper and pick-up trucks.

Discussion: The chairman read a letter from DPW Commissioner Nicolas Bosonetto dated February 7, 2020. Councilors noted that the pickup trucks will be used by the engineers.

Action: Motion to approve made by Councilor Zarrella second by Councilor Beauchemin.

Approved: 4-0.

054-20 ORDER: that there be and hereby is appropriated the sum of FIVE THOUSAND AND 00/100 DOLLARS (\$5,000.00) same to be charged against AVAILABLE FUNDS and credited to LIBRARY EXPENSES, BUILDING MAINTENANCE.

Discussion: Library Trustee Chairman James Walsh was present. The chairman read a letter from Library Director Sharon Bernard dated February 12, 2020. Mr. Walsh noted that there may be some additional repairs needed on the boiler.

Action: Motion to approve made by Councilor Zarrella second by Councilor Walsh.

Approved: 4-0.

055-20 ORDER: that there be and hereby is appropriated the sum of THIRTY THOUSAND AND 00/100 DOLLARS (\$30,000.00) same to be charged against AVAILABLE FUNDS and credited to BUILDING PERSONAL SERVICES, DEPARTMENT HEAD for the purpose of funding the Department Head position for the balance of the fiscal year.

057-20 AN ORDINANCE: Amending portions of the City Code and establishing a Department of Facilities Management and a Director of Facilities as outlined in the enclosed ordinance.

Discussion: The chairman announced that he was taking up items #055-20 and #057-20. Mayor Stephen DiNatale, Chief of Staff A. J. Tourigny, and Human Resources Director Susan Davis were present. The chairman read a letter from Mayor DiNatale dated February 12, 2020. The mayor read a statement, which is attached to these minutes.

Councilors expressed concern about a growing bureaucracy in city government. There are other current employees who can do this work. The mayor responded that these other people have other responsibilities that do not include oversight of city buildings. This new position will be looking for ways to lessen risk by trying to get building maintenance and inspections on a schedule. Responsibility would be centralized. For example, the Building Commissioner is responsible for code enforcement; maintenance of city buildings is not part of that job. The city and school department has taken efforts to walk through buildings during cold weather and to schedule staff to keep track of the buildings.

Councilors asked why the city can't put new employees on a 401K plan instead of into the retirement system, thereby saving money. Mr. Brooks answered that M.G.L. Chapter 32 requires that all city employees regularly scheduled for 20 or more hours per week must enroll in the Fitchburg Retirement System or Massachusetts Teachers Retirement System. Councilors also expressed concern about the salary and cost for the new position.

The mayor noted that the Facilities Director for the city will work with the Facilities Director for the school. Mr. Tourigny noted that one insurance umbrella covers both school and non-school facilities, including water and wastewater. Appropriation requests for capital projects will continue to come in future months and this person will oversee those projects.

Councilors asked how many buildings the city has. Mr. Tourigny responded that there are 8 school buildings and 16 non-school buildings totaling approximately 1.6 million square feet. Operating costs for a Facilities Director fit within the current budget.

Councilors noted that facilities work is currently farmed out among department heads who may not have expertise. There is no centralized source that knows facilities' needs. The city is now in a position of having to catch up on maintenance and this position would allow the city to look forward and plan. The director would be someone whose job is to look at possible risk. They also think there is a disconnect between what the city is trying to do and what the public perceives.

Councilor Kushmerek joined the meeting.

Councilors expressed concern about personnel liabilities, including OPEB and pension. The city was not adding staff until its finances were fixed. However, the city may make a hiring decision that is revenue neutral. The facilities director will be doing more than fixing broken lights. The position has been discussed in prior years. Some people who frown on this position also complain about nothing getting done in maintaining city buildings. With the school covering 25% of the salary, councilors asked for a way to monitor the time this position spends on school and non-school matters. They also requested a detailed report on what is being done by the director.

Councilors expressed their pleasure in seeing these two items and have been looking for something like this since City Council approved the City Hall loan order. That vote saved City Hall and added the Legislative Building, and it is important that the taxpayers get a good return on the investment and that the buildings last for generations. They noted the work that has been done on buildings and grounds at Fitchburg State University under the supervision of a facilities department. It will be important to see what this person is doing, but to also recognize that the all the work can not be done in just a few years.

Councilors pointed out that having a report on the director's activities will help sell the decision to the public. In the school buildings, the position will not be doing day to day work, but will take information from the schools to coordinate with non-school plans. Ms. Davis noted that by offloading some responsibilities from the school facilities manager, that person will have more time to focus on granular matters and school principals will be able to maintain focus on education.

Councilors returned to the discussion of whether the city already has qualified people on staff to do the work. They noted that this position is not expected to catch every little thing going on in city buildings. That work is left to the custodial staff. This position is to make sure that loss prevention inspections are getting done and that projects are getting done right. If City Council doesn't like the work being done, they do have the power to defund the position in the next budget cycle or not confirm an appointment.

Mr. Brooks did clarify that the money order is not increasing the line item for the Building Commissioner, but is instead going to a different section of the budget. Language using Facilities rather than Building will be changed in the FY2021 budget for greater clarity.

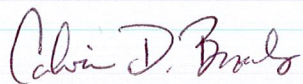
Action: Motion to approve items #055-20 and #057-20 made by Councilor Kushmerek second by Councilor Zarrella.

Approved: 4-1 (Councilor Beauchemin in opposition).

Motion to adjourn by Councilor Walsh, second by Councilor Zarrella. Approved 5-0.

The meeting adjourned at 7:35 PM.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Calvin D. Brooks". The signature is written in a cursive, flowing style.

Calvin D. Brooks, Clerk

City of Fitchburg
Available Funds Summary
Fiscal Year 2020

Available Funds Certified as of July 1, 2019			7,750,632
Less Approved Appropriations:			
11/19/19	257-19	Police - Capital - Building Repairs	-262,000
11/19/19	258-19	Treasurer - Expenses - Parking Building Repairs	-20,000
11/19/19	260-19	School - School Expenses	-879,709
11/19/19	261-19	School - School Expenses (E-Rate)	-41,143
11/19/19	262-19	Stabilization Fund	-350,000
11/19/19	263-19	OPEB Trust Fund	-250,000
11/19/19	264-19	Airport Revenue	-84,000
11/19/19	265-19	DPW Admin. Expenses - Stormwater Contracted Services	-300,000
11/19/19	266-19	Fire - Firefighters Equipment (Turnout Gear)	-23,564
11/19/19	267-19	Fire - Fire Building Maintenance - Heating Fuel	-23,800
11/19/19	268-19	Employee Benefits - Workers Compensation (EAP)	-28,000
11/19/19	269-19	Treasurer - Expenses - Parking Building Repairs	-18,000
12/03/19	280-19	Police - Vehicle Replacement	-109,602
12/03/19	281-19	Fire - Shift Commander Vehicle	-61,000
12/03/19	282-19	Library - Building Maintenance	-16,612
01/21/20	009-20	Building - Contracted Services	-35,000
01/21/20	016-20	Airport Capital - Self-Service Fuel Station	-24,000
02/04/20	036-20	Police - Personal Services - Contract	-239,093
02/04/20	037-20	Various - Personal Services - FAMAS Contract	-120,881
02/04/20	039-20	Various - Personal Services - Ordinance Change	-42,292
Subtotal - Approved Appropriations			-2,928,696
Balance Available			4,821,936
Less Proposed Appropriations:			
2/18/2020		DPW - Equipment	-282,500
2/18/2020		Library - Building Maintenance	-5,000
2/18/2020		Building - Department Head	-30,000
Subtotal - Proposed Appropriations			-778,766
Balance Available if Proposed Appropriations are Approved			4,504,436
Possible Appropriations:			
Snow & Ice			
Stabilization Fund 5% - \$6,500,000 7% - \$9,100,000 Current - \$6,923,149			
OPEB Fund Current - \$1,485,030			
Host Fee / Mitigation			
City Hall Move			
Putnam Place Garage Stairwells			
Main Street Garage - Phase 1			
Community Development - Two Way Main Street			
Community Development - Rail Trail			
Legal - Code Enforcement			
Demolition			
Demolition - Laurel Street School			
Police - Accessibility			
Steam Plant Cleanup			
Marketing City			
Cemetery Software			
Cemetery Vehicles			
Cemetery - Expansion engineering			
Parks - Downtown Summer Groundskeeper			
Crocker Field			
DPW - Arbor Way			
DPW - Oak Hill Road Bridge			
DPW - Vehicles			
DPW - Street Paving			
Senior Center Roof			
Library - Asbestos Abatement on windows and HVAC pipes			
Veterans - Cash Benefits			
Schools - South Street School - West Building Façade and Roof and Boiler			

City of
Fitchburg



Department of
Public Works

COMMISSIONER

301 Broad Street
978-829-1910
978-345-9687 FAX

STREETS & PARKS

301 Broad Street
978-829-1900
978-345-9687 FAX

WASTEWATER

166 Boulder Drive, Suite 108
978-345-9622
978-345-9623 FAX

SEWER COLLECTION

301 Broad Street
978-829-1905
978-345-9687 FAX

WATER

1200 Rindge Road
978-345-9616
978-345-9555 FAX

**ENGINEERING
PLANNING**

301 Broad Street
978-829-1917
978-345-9687 FAX

CEMETERIES

115 Mount Elam Road
978-345-9578
978-345-9686 FAX

February 5, 2020

Mayor Stephen L. DiNatale

City of Fitchburg

166 Boulder Drive, Suite 108

Fitchburg, MA 01420

Subject: Funding for the Narrows Road Hydroturbine Project

Mayor,

I respectfully request the transfer of \$600,000.00 from the Water Division's retained earnings for the purpose of funding the balance of the cost of the project involving the installation of an inline turbine at the Water Division's Narrows Road Pressure Reducing Valve Station and a 3 MGD pump at the Marshall Regulating Plant. The installation of this inline turbine will result in the generation of electricity from the energy that is currently expended (and not captured) through the pressure reducing valves at this station. This will allow the Water Division to harness this renewable energy and improve energy efficiency, in turn reducing operating costs as well as the emissions of greenhouse gases. The pump at the Marshall Regulating Plant will allow the transfer of water from the City's Low System/pressure zone to the High System/pressure zone, which is need to improve flexibility in water supplied to the City by its two water treatment plants as well as protect again catastrophic events (e.g., water main breaks, etc.)

The \$600,000.00 will supplement grants (previously awarded) in the amount of \$200,000 from the Massachusetts Department of Environmental Protection (MA DEP) Clean Energy Results Program (CERP)/Massachusetts Department of Energy Resources (MA DOER) and \$78,357.00 Massachusetts Clean Energy Center (MA CEC).

Sincerely,

John M. Deline, Jr.

Deputy Commissioner of Water Supply

Cc/ Calvin Brooks, City Auditor
Nicolas Bosonetto, Commissioner of Public Works



Fitchburg, Massachusetts
Office of the
Building Commissioner

MARK BARBODORO
Building Commissioner

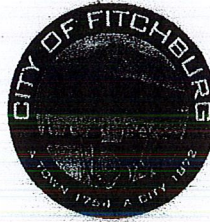
2/12/2020

Dear Mayor DiNatale:

I am requesting a transfer of \$10,100.00 from Building Expenses, Contracted Services and credited to Building Personal Services, Custodian for the purpose of paying for the cleaning of the municipal offices at 166 Boulder Drive for the duration of the fiscal year. For several years, the city had been using an outside vendor for custodial work. In February the city hired a part-time person to replace the outside vendor and to perform those same duties. This arrangement is meant to be temporary and will change when we move back to 718 Main Street.

Thank you,

Mark Barbadoro
Building Commissioner



MEMORANDUM

COMMISSIONER

301 Broad Street
978-829-1910
978-345-9687 FAX

STREETS & PARKS

301 Broad Street
978-829-1900
978-345-9687 FAX

WASTEWATER

166 Boulder Drive, Suite 108
978-345-9622
978-345-9623 FAX

SEWER COLLECTION

301 Broad Street
978-829-1900
978-345-9687 FAX

WATER

1200 Rindge Road
978-345-9616
978-345-9555 FAX

ENGINEERING

301 Broad Street
978-829-1917
978-345-9687 FAX

CEMETERIES

115 Mount Elam Road
978-345-9578
978-345-9686 FAX

Date: February 7, 2020
To: Mayor Stephen L. DiNatale
Subject: DPW Capital Request - Equipment

The Department of Public Works (DPW) hereby respectfully requests approval from the Mayor and City Council for the appropriation of \$282,500 from available funds towards the purchase of various vehicles/equipment to replace those in the DPW fleet that are unsafe or require frequent repairs:

- 2019 Elgin Sweeper \$230,000

This street sweeper will replace the 2002 Elgin sweeper. The parts are getting hard to find and the sweeper is subject to frequent breakdowns and costly repairs.

- 2019 Utility Pick-Ups (2) \$ 52,500

These two utility pickup trucks will replace a 2002 Chevrolet Blazer and 2006 Chevrolet 2500 Pickup that are past their useful lives and are in very poor condition. The frequent mechanical failures are not only costly but also present a safety concern for the drivers. The new vehicles will be equipped with safety flashing lights and utility caps to carry tools and materials.

Sincerely,

Nicolás H. Bosonetto, PE
Commissioner of Public Works/City Engineer

cc: Calvin Brooks, City Auditor
Mary de Alderete, City Clerk
City Council



FITCHBURG PUBLIC LIBRARY

610 MAIN STREET
WALLACE LIBRARY 978-829-1780
YOUTH LIBRARY 978-829-1780
www.fitchburgpubliclibrary.org

FITCHBURG, MA 01420

FAX: 978-345-9632

lprefia@cwmar.org

facebook.org/fitchburgpubliclibrary

February 12, 2020

Honorable Stephen DiNatale
City of Fitchburg
166 Boulder Drive
Fitchburg, MA 01420

Dear Mayor:

Please accept our request for a \$5,000 Supplemental Appropriation for building maintenance. We recently had an unforeseen expense of \$2,647 for a heating line repair leading to the projection room above the auditorium. We know there are other issues that will need to be addressed shortly as there are some leaking pipes in the boiler room. To prevent having to submit another request, we are requesting \$5,000 to cover the current expense and the next one.

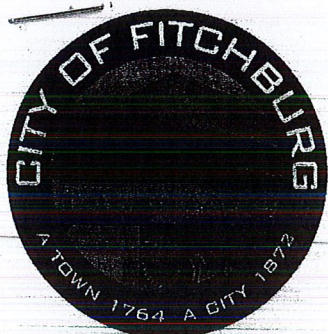
Please transfer the funds to the Building Maintenance Account 016104-545608.

Thank you in advance.

Sincerely yours,

Sharon A. Bernard
Director

CC: Calvin Brooks



The City of Fitchburg
Massachusetts
OFFICE OF THE MAYOR

STEPHEN L. DINATALE

MAYOR

166 BOULDER DRIVE
FITCHBURG, MA 01420
TEL. (978) 829-1801

AARON TOURIGNY

CHIEF OF STAFF

ATOURLIGNY@FITCHBURGMA.GOV

JOAN DAVID

ADMINISTRATIVE AIDE

JDAVID@FITCHBURGMA.GOV

February 12, 2020

The Honorable City Council
Fitchburg Municipal Offices
166 Boulder Drive, Suite 108
Fitchburg, MA 01420

Dear Honorable Councilors:

The time has come for the city to create a Department of Facilities Management overseen by a Director.

This person will have charge of all municipal buildings and structures and will be responsible for keeping them in good repair. They will assist in capital planning and construction oversight. They will be responsible for safety inspections and other efforts to limit insurance risk.

Funding for the Director's position will come from two sources. With the move back to City Hall, there is projected to be funds available for two positions—a director and a building custodian. The director will have direct oversight of City Hall. The second source will come from a reduction in insurance premiums generated as the director pursues inspections and repairs that lessen the city's insurance risk.

In another letter I have requested funding for this position for the balance of the fiscal year. We would like to hire someone before June 30th, so they can be available during the summer and fall for the commissioning of City Hall.

Attached to this letter are proposed changes to the City Code, a copy of the relevant ordinances as they are currently written, a draft job description, and a rough cost analysis.

I respectfully ask that you approve the changes to the City Code, so that we can begin the process of filling this much needed position.

Thank you.

Regards,

Stephen L. DiNatale

Mayor

Good evening councilors

Over the course of the past four years, the city has been having dialogue amongst department heads, the school department, and in this body regarding a position to oversee municipal facilities. Although the total number of claims reported to our insurance company during those 4 years were overall less than years 2011 – 2015, the total amount of loss was substantially higher.

For this reason, in FY18, the city appropriated approximately \$30,000 to hire an insurance advisor, Albert Risk Management. Working with our advisor, it was determined that in order for the city to maintain insurance coverage the city would have to go out to the market and shop for new insurance.

For the past decade, the city has been covered by Mass. Interlocal Insurance Association – a firm, which the city still has great rapport with. However, MIIA is designed for communities much smaller than ours, and our accounts became cumbersome to handle. In FY20 the city, through its advisor and assistance of our Insurance Commission, went out to bid and selected Travelers Insurance for Property Insurance and Trident Insurance for professional and general liability.

The city has proactively been working with our insurance carriers to work on our loss prevention efforts. It is crucial that the city continue a trend for the next two years, to have minimal claims – allowing us to build a credible portfolio to go back to the market place. Best practices, continued investment in capital, and a position to oversee this progress is necessary if the city is to achieve this goal.

The Director of Facilities is responsible to develop and oversee programs and manage projects which preserve, maintain, and enhance the city and public school infrastructure and to provide services and sustainable, reliant, environmental practices for the benefit of all of our facilities. The Director will work independently, under the guidance, direction and supervision of the Mayor in cooperation with the FPS Superintendent.

The funding for this position for the remainder of this fiscal year will be funded through the order that is before you today. In the upcoming FY21 budget, the costs associated for leasing our current space at 166 Boulder Drive, will be utilized to fund the position including a 25% share to be charged to the school indirect costs. It must be mentioned there will be a time of overlap between the beginning of the new fiscal year and the time by which we occupy city hall – where funding will need to be budgeted to cover this cost. This will take place over the course of the FY21 budget preparation – scheduled to be submitted to the council on May 15.